



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational Program Management Atlanta, Georgia	Application Number <b>81-94</b>	
Application Number		Date Received <b>FEB 5 1981</b>	Date Completed <b>FEB 11 1981</b>
2. Person to Contact <b>W. R. Howard</b>		Working Title <b>Regional Director</b>	
		Telephone Number <b>656-2550</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <b>1978</b> Latest <b>Present</b>		5. Records Series Title (followed by title used in office, if different) <b>Secondary Vocational Program Evaluation</b> <b>Report and Plan of Improvement Files</b>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Program Management provides direction, policies and procedures for development and delivery of Vocational Education; coordinates with local school systems and the federal government in all areas of vocational education including budget preparation; allocates grant funds and approves disbursement; provides technical assistance in program development; provides liaison and coordination in planning and management of vocational programs; recommends certification standards and staff development activities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <b>Evaluating Vocational programs at the local level and supervising recommended improvements.</b> Included are: <b>On-Site Team Evaluation Report; Approved Plan of Improvement; Evaluation Checklist; list of on-site evaluation team members; local vocational departmental policies; class schedules; course outline; interview roster; Program Improvement Profile; and related correspondence.</b>  File is arranged: <b>Numerically by District; thereunder alphabetically by system.</b>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. On-Site Component Vocational Education System Annual Report
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Evaluation Report with Bob Mabry's Unit 4510; Local School Systems
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below\* then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

\*Upon receipt of new plan of improvement.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mr. L. L. Lanning</i>	<i>2/4/81</i>	<i>Walker L. Baumgardner</i>	<i>2-3-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>2-10-81</i>
		Secretary of State/Designee	<i>2-9-81</i>
		Attorney General/Designee	<i>2-10-81</i>